

## **ADMINISTRATIVE ASSISTANT REPORT**

March 2011

03/17/2011

### **FINANCIALS:**

1. The 2010-year end reports will be brought to the auditors the first week of April or thereabouts. Almost everything is ready to go, once the ferryboats start up.
  - a. After the election, I will be asking if:
    - The TB is interested in reviewing the Form C (like a year-end Wisconsin tax return for the Town) with Mark Van Vlack? The Form C is required to be postmarked by Monday, May 16<sup>th</sup>.
    - Does the Town Board wish to meet with the auditors after receiving the annual audit report (usually late summer/early fall)? I would suggest this, so the auditors might discuss with the Town Board budgeting concerns, the reason for certain reporting, comparisons of budget verses actual, etc.
    - As was done previous years, a Management Discussion & Analysis letter will need to be written by the Town and included with the Annual Audit.
2. The 2010 Annual Financial reports will be compiled for the Town of LaPointe Annual Meeting, which is scheduled for April 12<sup>th</sup>. I have done the usual DRAFT 2010 Financial Report for your approval, but am wondering if you want copies available of the:
  - a. 2010 Entire Budget worksheets w/ actual (10 pages)
  - b. 2010 Town Board Budget Report w/actual (6 pages)
  - c. 2010 Actual Designated Funds Report w/actual (13 pages)
3. The Madeline Island Ferry Line has been billed & has paid the 2011 dock lease.
4. Reports have been sent to the Bayfield School & MIFL regarding expenditures from the Winter Transportation Designated Fund for the month of Feb and also for mid-March.
5. The Fixed Asset reports and depreciation for 2010 will be worked on this week for the auditors, based on the policy the TB passed in 2004.
6. Carol Neubauer, Town Treasurer has completing forms to “chargeback” to the various taxing districts, their share of unpaid Personal Property taxes from 2009 payable 2010. They’ve been submitted to the various taxing districts. This will allow the Town to recoup all but the town’s share of those unpaid taxes. I have just learned from the WI Dept. of Revenue (WI DOR) that in two years, the charge back process won’t be allowed unless the property that the personal property tax is based upon, is no longer on the tax roll. Please see Carol if you’d like more information.

### **GRANTS:**

Glenn has designed a grants database for reporting & tracking all grants as well as a summary for audit requirements, which is working wonderfully. I need to make sure every month the expenditures for each grant are updated, instead of just at audit time.

- a. Jerry Smith has given me the accounting of Harbor Committee member’s time to remit to WI Coastal Management.
- b. The Fire Department’s FEMA Assistance to Fire Fighters Grant (AFG) made us aware of the need, to ensure the Town is in compliance when applying for State & Federal grants, that the Town needs to have a policy book put together of adopted written policies (may be more...):
  - i. Policy for procurement & purchasing of goods & services
  - ii. Policy for safeguarding & protecting any property purchased
  - iii. Policy against Personal and Organization Conflicts of Interest
  - iv. Disposal of property acquired with Federal or State Funds

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### **MISCELLANEOUS:**

#### **1. INSURANCE:**

**General:** The Town's current insurance agency, The Horton Group, will be sending the annual paper work for them to issue a quote on the town's insurance.

In the past, several insurance agents have expressed an interest in providing the Town with an insurance quote from their agency, Jeff Rasmussen of Johnson Aviation Insurance (agent that handles the airport liability policy), as well as Tom Casey of American Agency (Madeline Island property owner)

- a. The policy expires June 10<sup>th</sup>, so the Town Board will need to decide if they want quotes from agents interested in doing so?
- b. Do you want the agent to do a presentation to the Board?

#### **2. TIME OFF:**

I will be gone all day on Tuesday, March 22<sup>nd</sup>, for a Wisconsin Retirement System (WRS) training session in Superior.

I am hoping to take the last week of March off and Waggie will be taking some time off in April.

#### **3. PERSONNEL POLICY:**

Glenn and I will be getting together shortly to work on this project once again. There are quite a few questions to pose to the Town Board, as to your involvement with personnel issues, Town Board liaison duties & procedures, how the Board would like to see certain things done, hiring procedures, return employees, job postings, etc.

If the legislation changes due to 2011 Wisconsin Act 10, some changes may need to be made to the personnel policy.

At some point, it is still the plan to locate an employment attorney to review the policy. That person could also be asked to give cost estimates on doing some department & board employment & personnel training.

I plan to ask Bellin Health, who administers the Town's Commercial Driver License (CDL) testing, for a cost estimate to review the Town's CDL policy and to possibility do some supervisory & employee training.

Respectfully submitted,

Barb Nelson

Administrative Assistant/Deputy Clerk